



Commons Board Meeting - Council Chambers, City Hall
February 12th, 2014
11:30 am EST

The Commons Board met on Wednesday, February 12th, 2014 at 11:30 am (EST) in the Council Chambers at City Hall.

Board Members Present: Ryan Brand, Tracy Souza, Sharon Beach, Sherry Stark, George Dutro

Others Present: Jamie Brinegar, Shanda Sasse, Steve Risting, Jillian Keller, Julie McClure, Karen Shrode, Jeff Logston, Heather Pope, Casey Ritz, Paul Windel, Randy Blackburn, Tim Rohrer

Board President Sherry Stark welcomed everyone and presented a review of the agenda. The agenda along with the January 2014 minutes were approved by consensus.

Heather Pope presented the tenant update. She provided a draft of the Request for Proposals for tenant food service space 108 inside The Commons. Steve Risting provided the specifications for the tenant space that will attach to the RFP. The offering price has not been included as Heather is waiting for the results back from two appraisals. The RFP release date is February 24th, 2014. The RFP is due back to the Redevelopment Department by 5:00 pm EST on April 21st, 2014 followed by a public opening at the Columbus Redevelopment Commission meeting at 6:00 pm on April 21st, 2014. Heather requested representatives for a tenant review committee including two members from The Commons Board and two from City Council. Sharon Beach and George Dutro volunteered and were appointed to represent The Commons Board. Steve Risting stated the graphics included are for the front tenant space and he will review the food service space 108 specs. He recommended the Parks and Recreation department make a final review as well to ensure the specs work well with their operations. Steve provided the location of the space not including square footage and the original tenant improvement drawings.

Sherry asked if there had been additions to the Request for Proposal concerning tenant signage. Steve suggested maintaining the original design intent and including a caveat stating any additional signage would have to be requested, approved and go through city regulations if it is on the frontage of the building. Sherry Stark stated The Commons Board has provided the Redevelopment Commission with a sense of direction that a family friendly quick food service venue would be preferred in the vacant space.

George Dutro stated concerns over verbiage in Section 4, Page 4 of the RFP for the “fee proposal, provide the fee broken down.” He felt a fee proposal would be a consulting request rather than a RFP for a lease of space and there would be no fee. Sherry Stark suggested the terms should be changed to “lease.” The Board agreed to change number 4 to state “lease” instead of “fee”. Steve Risting added item B in that section would then state build out expense concurrence with the proposal. Sherry mentioned the public was pleased with the amount of investment the most recent tenant was proposing. The rent schedule for the new tenant was also based on anticipated investment for the cost for improvements.

Ryan Brand asked about current status of communication with the existing tenants. Heather Pope stated she will set up a face-to-face with Puccini’s and Subway to determine their current state of business. When complete, Heather will share with the Board. Ryan reiterated the importance of maintaining an open line of communication with the tenants in order to provide information in a proactive manner. Shanda confirmed that The Commons staff regularly communicates with the restaurants during day-to-day operations.

Sherry asked for an update regarding the signage request Subway had previously presented to The Board. Jamie stated he had reached out in January and had not heard back. He agreed to contact Subway and provide information at the next Board meeting.

Jeff Logston provided the City Attorney update. Jeff stated there are no ongoing concerns. Members of The Commons staff received minor subpoenas regarding a family law dispute in the facility but were dismissed in the past month.

Steve Risting provided the architectural update. He stated a contractor with the Cummins office improvement has been contacted in order to install a lock for the back food court door. Cummins office improvement will be providing the lock. Steve suggested removing the architectural report from the standard Board agenda. He volunteered to continue providing advisement and the Board will ask for consult as needed.

Ryan Brand asked for an update on the outdoor furniture for the second level patio. Steve stated the project had not reached a final decision due to discussions of outdoor furniture being placed on the sidewalk in front of The Commons on the Washington St. side. Concerns with the new Cummins office building doors and broken concrete pavers were affecting the decision process. Ryan suggested the item be raised back to attention including shade coverage. Steve said that shade options would need to consider maintenance and function. He will re-examine the project.

Heather Pope introduced Paul Windel, Randy Blackburn, and Tim Rohrer with Jordy McTaggart’s. Tim presented a sign proposal for the restaurant space to be installed on the Washington Street exterior of The Commons. The proposal included a 3’6” x 20’ sign with (3) 4’ fluorescent lights to illuminate the sign. Steve Risting expressed his

architectural concerns with lighting aspects, size, materials and mounting specifications. Heather Pope noted the differences between the wall sign and window sign variances. These variances allow for up to a 77' square foot wall sign based on dimensions according to Redevelopment Commission provided to the planning staff with the previous tenant. Perpendicular signs were also discussed. The application for signage must be signed by The Commons Board. If the sign meets the zoning ordinances, the Planning Department has the administrative ability to approve up to a 77' sign based on the height and width of the exterior wall of the tenant space times 8%.

Tim Rohrer with Jordy McTaggart's stated installation for the sign is projected for mid-April. George Dutro requested approval for the authorization of the Chairman to sign a sign application that is substantially in compliance with a sign that is proposed and the wishes of The Board. Sherry Stark designated George Dutro to sign the application in Sherry's upcoming possible absence. Sherry asked for a motion to approve in essence the proposal discussed and authorize either Board President Sherry or her designee George Dutro to sign off on the application once the details are confirmed. Ryan Brand moved, and Tracy Souza seconded. Motion carried.

Sherry noted on behalf of the Board; the need for a partnership between The Commons Board and The Commons tenants. She emphasized the desire to make all tenants successful and the goal to be the spirit and voice of the community. She encouraged the tenants to approach The Board with any questions they may have and to use them as a support system.

Shanda Sasse provided The Commons report. She stated the signed proposal and deposit were sent to and received by Clear Sound Design for the Lower Lobby sound system in January. The materials are on order and should arrive within two to three weeks. Once materials arrive, Clear Sound will schedule installation with The Commons staff.

Sherry Stark thanked Tracy Souza and Heritage Fund for the continued gracious approval of the Lower Lobby sound system.

Shanda thanked Sharon Beach and CMAD for the exhibits that have been on display at The Commons. Sharon stated the Kitchen Display, Empty Bowl display and a East High School exhibit have been well received. Karen Shrode and Sharon have been working with Herron School of Art for an upcoming Book Art exhibit. She has also spoken with IU Metal-Smithing for a jewelry and metal-smithing exhibit.

Shanda also mentioned a fire evacuation that took place on February 12th due to construction at the neighboring Japanese restaurant. She thanked fire, police and the maintenance team for working seamlessly to move everyone to safety as well as the surrounding downtown merchants for housing employees out of the cold. Casey Ritz noted that the backup generator did not engage properly but the maintenance team is working to resolve the issue.

Shanda also reported there were five major events including The Republic Bridal Show, the Ivy Tech fundraiser and DSI's D'vine Wine and Beer Festival in January. February will host City Band, several private events. Event revenue is currently \$89,127.50, 78% of the 2014 rental goal.

Tracy Souza presented the new Commons Dashboard concept. Several team members met and determined what information needs to be tracked in order to better serve the Board. The team came up with three areas they wanted to measure: fiscal responsibility, vibrant and balanced programming, and administration. The team focused on readily available data and high level information that drives the success of The Commons. Sharon said the objective was to construct a full view of The Commons and measure the impact the building is making to the community.

The dashboard included the percentage of Commons funds for the budget spent year to date by category, percentage of Commons revenue received year to date by category, events divided by type compared to last year, long-range capital needs and short-range capital needs.

The dashboard will help identify trends, gaps in booking, revenue and attendance. The intent for the dashboard is to evolve and allow for a brief synopsis of revenue and tracking reports. George stated that by May, year to date reports will be more appropriate than monthly. Sharon mentioned at a certain point a rolling twelve month report will be helpful. Sherry suggested starting with year to date reports and examining the trends over time. She also asked that the titles of be added to the report. Consensus was that the report be adopted and reported on at each Board meeting.

Karen Shrode reported for Columbus Area Art's Council. She stated the Martin Luther King Jr Day event "A Right to Dream" involved an estimated 450 attendees. Next Year's MLK Day performance will be "The Life of Coretta Scott King." February's First Friday's for Families hosted Billy Jonas, industrial percussion. On March 7th, the Wild Rumpus World Circus will perform for First Friday's.

Jamie stated The Commons fund with the city is a non-reverting fund that is used for future capital needs. The account held \$980,881.00 at the end of 2013.

Meeting adjourned at 1:10 pm
Jillian Keller, acting secretary

Next meeting: Wednesday, March 12th, 2014